

Notice of Hearing

Below are instructions regarding how to docket a notice of hearing.

NOTE: **The MOTION *must be docketed first*. The notice of hearing will be automatically linked to the motion if the motion is docketed first.**

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Notices** hyperlink.
- Enter the **Case Number**, click **[Next]**.
- Scroll down and select "Notice of Hearing," click **[Next]**.
- Select the party, click **[Next]**.
- Click **[Next]**.
- Enter the applicable hearing date/time/location, click **[Next]**.
- Associate the PDF file of the Notice, click **[Next]**.
- Select the applicable event type for the document you wish to set the hearing. Click **[Next]**.
- Place a check mark in the box next to the document that this hearing is for, click **[Next]** (This is how the hearing is linked).
- Place a check mark in **only** the box next to the document the hearing should be associated with, click **[Next]** (**See Figure 24-1**).

Type	hrg
Date	10/20/2003
Time	10:00
Location	San Francisco Courtroom 22
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

☐ Create Schedule record for current docket entry.

☒ 09/30/2003 4 Motion for Relief from Stay or in the alternative adequate protection RS #CB-1, Fee Amount \$75, Filed by Creditor Bank of America (CANBaty1,)

Next Clear

Figure 24-1

- Click **[Next]**.
- Verify the final docket text. If correct, click **[Next]**.